

August 28, 2012

Dear Prospective Offeror/Quoter:

The American Embassy in Kyiv has a requirement for a contractor to provide kitchen remodeling services for the US Government Apartment located at 19 Vetrova St #6.

You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications, and technical qualifications.

The site visit will be conducted on September 4, 2012 at 11:30 am. Embassy staff members will meet all prospective bidders by the entrance to the building.

The Embassy plans to award a purchase order to the lowest priced, technically acceptable offeror who is a responsible contractor. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 along with technical proposal to the address shown in Block 5a of the SF-18 by 17:00 September 10, 2012 to the attention of Gregory MacDonald, Contracting Officer, 4 Igorya Sikorskoho St. Late and oral quotations will not be accepted.

All questions related to this Contract should be addressed to Gregory MacDonald, Contracting Officer, tel. 521-5250.

Sincerely,

Gregory MacDonald,
Contracting Officer
American Embassy
Kyiv, Ukraine

Statement of Work

Remodel kitchen:

As per attached floor plan provide, deliver, and install a complete set of new kitchen furniture and install appliances, including Embassy supplied, refrigerators and water distiller.

The Contractor shall provide all necessary materials and equipment not specifically provided by the US Government in this solicitation. For example, the Contractor shall provide the following: exhaust vent, sink, faucet, built-in stove and oven, dish washing machine, cabinet lights, etc.

The goal of the project is to modernize the kitchen space and built-in breakfast/bar area, and to make the kitchen functional and sophisticated.

Contract requirements:

This is a fixed-price Contract.

The Contractor shall complete all work, including furnishing all labor, materials, equipment, and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, overhead, and profit. VAT shall also be included in the total Contract price. Contractor shall specify the terms of work fulfillment and terms of warranties.

_____ Total Price in USD

Work Requirements

- a. Kitchen cabinets and countertops must be made of laminated MDF wood of the highest quality, or similar material; metal hardware and hinges must be of the latest generation and of the highest quality manufactures.
- b. Design drawings must include kitchen cabinets' layout, water supply and sewage, and wiring for light fixtures, outlets, switches, and all appliances. It is required to include triple electrical outlets, installed above the countertop approximately every 1.2 meters.
- c. All kitchen appliances, such as stove, oven, exhaust hood, and dishwasher shall be provided by the Contractor and must be of high quality brand models, such as BOSCH, SIEMENS, ELECTROLUX, GORENJE, or equal. Gas stove and electrical oven should be of 90 cm length. Sink should be stainless steel or stone

of 55-60 cm length and 17-19 cm depth; faucet shall be stainless steel and fits the sink.

- d. All proposed appliances must be approved by the Contracting Officer's Representative (COR) before installation.
- e. Refrigerator, freezer, and water distiller will be provided by the Embassy. General dimensions of the appliances are (W x H x D in cm): Refrigerator – 84x170x84; Freezer – 84x170x84; Water distiller – 37x158x40. After contract award, the Contractor is responsible for coordinating with the Embassy in order to get all necessary information concerning the characteristics of the appliances supplied by the Embassy to properly incorporate this information into the design.

The Contractor shall provide design drawings and guidance, and coordinate its design requirements with Construction Company that will be selected by the Government for renovation work in the kitchen. Contractor is required to visit the construction site at least every two (2) days while kitchen renovation is in progress in order to verify if all the changes and alterations for new kitchen are done in accordance with design requirements and specification by construction firm.

While carrying out contract performance, Contractor employees shall be on site only for the performance of contractual duties and not for other business purposes.

Removals of trash and debris, and all cleaning of the working area shall be done by the Contractor on a regular basis to keep the area clean and neat.

The Government reserves the right to select the dates and time that will be convenient for kitchen installation. The performance period of this Contract is 90 days from the date of Contract award, including delivery and installation of kitchen furniture and all appliances. The Embassy will inform Contractor when work can be started.

In order to become technically acceptable, bidders shall provide a technical proposal that includes:

- a. Two (2) different design versions of kitchen furniture layout;
- b. Drawings and specifications for renovation works;
- c. Catalog pictures and samples of materials and colors of proposed kitchen furniture and counter top;
- d. Specifications and pictures of sink, faucet, and appliances;
- e. Past performance references and pictures of similar projects completed in 2011-2012;
- f. Official firm registration documents.

Safety and security:

- a. The Contractor shall provide task-appropriate personal protective equipment (PPE) to all workers and shall ensure that PPE is used at all times during project execution. All subcontractors shall follow the same PPE requirement.
- b. The Contractor shall ensure that all work is performed in a safe and workman like manner.
- c. The residence shall be accessible only for the Contractors and Embassy personnel at all times.
- d. The apartment is located at the top floor of the apartment building, which has no elevator. Contractor is responsible for all deliveries of the construction tools and materials to the apartment and all removals of the debris from the apartment to be done in a safe manner in order to avoid any possible hazards to the tenants of the other apartments. Any damage to staircase walls, steps, or landings occurring as a result of these processes shall be repaired by the Contractor to match original conditions.
- e. Staging of equipment and materials on staircase landing outside the apartment is not allowed. The stairs and staircase landings must be kept free for access at all times during the project.
- f. Contractor shall provide the Government with the list of workers involved in the project, as well as with copies of their passports due to the security requirements of the Government. The list of workers must be submitted to the Embassy no later than in five (5) days after the date of Contract award.

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/far> and DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.